

# **Campus Behavior**

SS1302-1, SS1302-2

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### **Agenda**

- Definitions
- How Campus handles behavior event data
- A behavior event start to finish
- Informing parents/guardians via Campus Portal and behavior letters
- Administrative settings



### **Definitions**

- Behavior Data Types
  - Events
    - What happened
  - Resolutions
    - What was done to handle what happened
- Staff Name
  - Person assigned by the school to handle behavior events
    - Typically a vice principal and/or counselor
- Referral Name
  - Person who is reporting the student's behavior
    - Can be the same as Staff Name
- Event Type
  - District-defined list of events
    - Can be good (i.e., perfect attendance)
    - Can be bad (i.e., sleeping in class)



#### **Definitions**

- Resolution Types
  - District-defined list of resolutions
  - Map to Commonwealth codes
- Trigger
  - A number that tells system to take action when the number is reached
    - "Print a letter to parent/guardian when the number of bus incidents equals 3."



### **How Campus Handles Behavior Data**

- Integrated
  - Uses student data already in the system
    - Prevents errors and duplication of records
    - Reduces data entry
  - Data flows automatically to areas viewable by other stakeholders
    - Student's behavior tab in Student Information
    - Inbox of person handling the event
    - Campus Portal
    - Data Analysis
- Required fields
  - Event will not save without all required fields complete
    - Enforces complete data entry
    - Provides stakeholders with consistent reporting



### **Admin Settings**

- System Administration Settings
  - Navigation
    - System Administration>Behavior
      - > Event types and mapping to Commonwealth codes
      - Resolution types
- Portal settings
  - Does district wish to grant parents/guardians instant access to behavior events?
- Events and Resolutions
  - District-defined
    - Alignments
      - Awards
      - Discipline
    - Category
      - Minor
      - Serious
      - Extreme
    - State code mapping



- Entering a behavior event
- Only persons designated as Referral can do this
  - Navigation
    - Behavior>Behavior Referral
  - Select student
    - Search or work with most recent student viewed
  - Complete form
    - Don't forget to save



- Beginning the process
  - Entering behavior event data

Index Search Help ALEXANDER, MIRANDA R Grade:06 #1302060 DOB:03/04/1001 Gender:F Behavior grerral Student Save Go Advanced Search >> First Name Last Name Middle Name ALEXANDER RENEE MIRANDA Search Results: 226 Birthdate Grade 0 ADAMS, COREY H #1418739 I 03/01/1997 05 1 AL-DARRAJI, KELLY D #13220 Address 5 ALEXANDER, MIRANDA R #13 Address 2 ASKINS, ASHLEY H #995889 I 4 BAILEY, BRANDON D #137738 Contacts 0 BAKER, LONNIE P#1871213 [ Search for student Home Phone Contact e-mail 0 BAKER, MICHAEL D #976872 PENNY LEATH 3 Baker, WHITNEY D #1130068 Other Phone Work Phone Cell Phone 3 BARGO, DYLAN C #1755336 (555)542-5464 3 BARGO, JESSICA B #1355093 1 BELT, SUMMER M #1077057 [1 6 BENNETT, JOSEPH N #131188 V 01/09/2009 TT 03:04 PM 3 BENNETT, MATTHEW H #1041 \*Referral Name Demerits 3 BINGHAM, CYNTHIA R #13948 5 BLAKELY, EDWARD S #96349 Weapon Behavior Event Location Violence Indicator 1 BLEDSOE, JAZMINE F #12388! 4 BROUGHTON, ZACHARY M #1 SSL1: Classroom 5 BROWN, HAYLE B #1755495 [ 4 CANNADAY, NOAH S #94089 Comments on Event 0 CAPLINGER, BRADY T#13372 0 CARL, CHARLES P#1478044 | 2 CARR, PRECIOUS N #1592421 3 CARTER, JOSHUS A #1146890 0 CARTER, TATE L #1815744 [1] 1 CARTON, PEYTON T #1866357 3 CARTON, STEPHANIE M #1400 2 CLARK, ASHLYN K #1232401 1 CLARKSTON, MICHAEL A #12

Send a notification to the following behavior staff

MARTIN, LEE

5 COLLINS, KYLE A #1436876 [ 5 COLLINS, MARK T #1308036 [ 4 DAMAYO, FATIMA D #105126

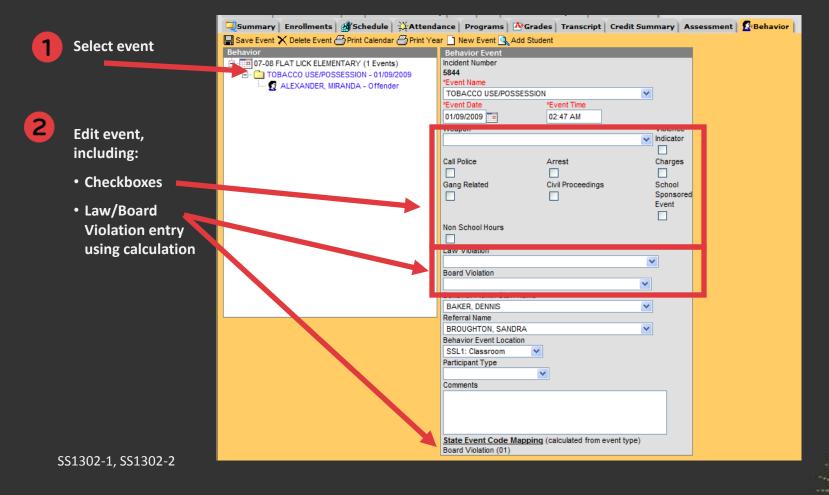
1 DAVIDSON, HAILEE B #167558

4 DAVIS, DANIEL S #1048151 [

Complete required fields

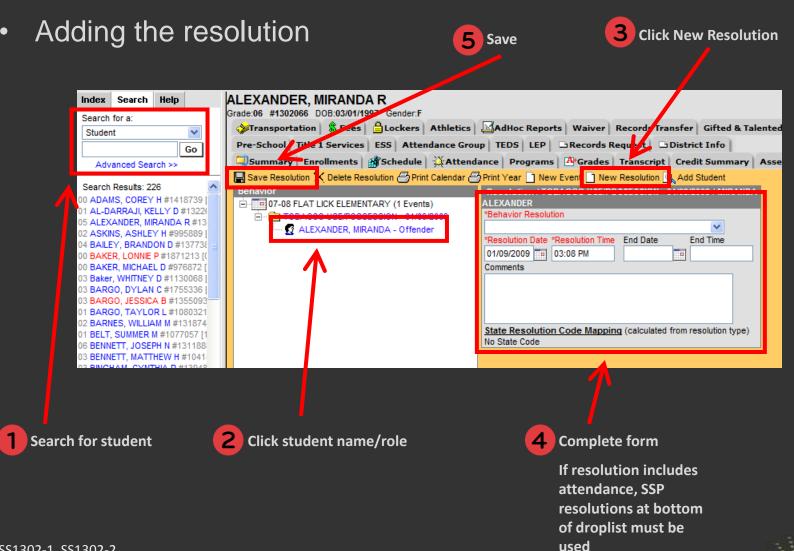
Save

- Editing behavior event
  - Path: Student Information > General > Behavior Tab



- Entering a resolution (only persons designated as Staff)
  - Navigation
    - Student Information>Search for student>Behavior tab
    - Click on behavior event to resolve
    - Click on student's name
  - User can
    - Edit/delete/print event
    - Change student's role
      - Click student's name under event
    - Add/remove students from event
  - Record resolution
    - Click New Resolution
    - Complete form





### **Informing Parents/Guardians**

- Portal
  - Fully automated, attention from staff is <u>not</u> required
  - Warning!
    - Data is instantly available the moment it is saved
    - Resolution is seldom complete when referral is saved
    - Parents/guardians can become upset when they see an incomplete event that has not been investigated and/or resolved
    - System administration settings
      - Navigation: System Administration>Resources>Resources>Portal Options tab
        - Check "Behavior" to enable parent/guardian access

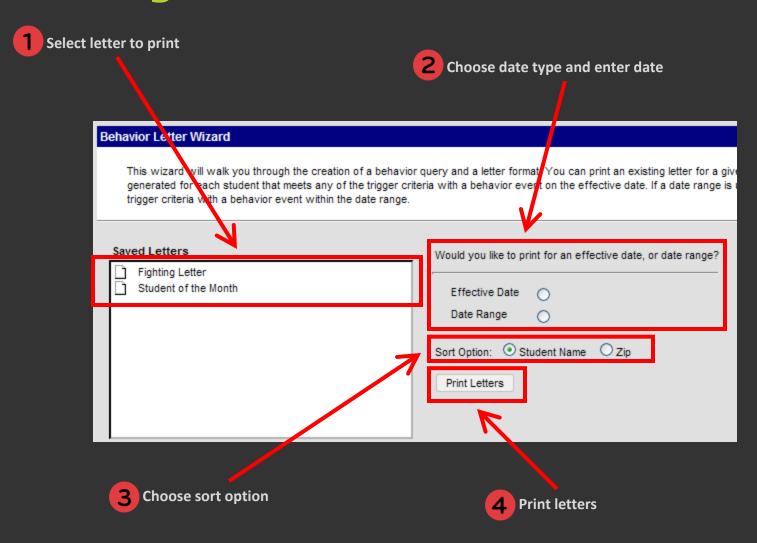


## **Informing Parents/Guardians**

- Letters
  - Must be created in advance
  - Fully customizable
  - Available to user or their user group
  - Ready when a school-defined trigger is hit
  - Can be printed by
    - Effective date
    - Date range
  - Sorted by
    - Student name
    - Zip code



### **Printing a Behavior Letter**



## **Questions & Answers**

Ask, we're ready!



### **Learn More!**

#### Additional training is available from Campus U

- Professional, certified trainers
- Just-in-time offerings
- Online
- In person
  - In your district
  - At Infinite Campus



